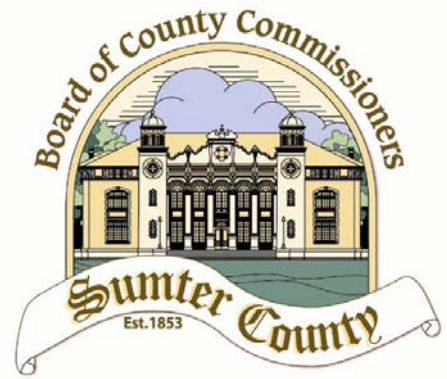


# Board of County Commissioners

## Division of Planning & Development

### Development Review

910 N. Main Street, Suite 301 • Bushnell, FL 33513 • Phone (352) 793-0270 x2477  
FAX: (352) 793-0274 • SunCom: 665-6622 • Website: <http://sumtercountyfl.gov/plandevelop>



## Application Requirements for Record Plat

**Applications for this permit shall include, but are not necessarily limited to the following**

### *A.3.2. Record plat*

#### *A.3.2.1. Application form and fee.*

- (a) *Application form.* An application form, supplied by the department, containing the following information furnished by the applicant, shall be submitted for record plat approval:
- (1) Name, address and telephone No. of property owner of record.
  - (2) Name, address and telephone No. of record property owner's agent or representative, if any.
  - (3) Legal description of parcel for which record plat approval is requested, as shown in the public records of Sumter County, and the land area, and street address if known.
  - (4) General location and directions to property from Sumter County Courthouse.
  - (5) Present zoning of property for which the site permit is requested.
  - (6) Signature of applicant (Must be owner of record or agent with written authorization. Evidence of ownership may be required and an applicant shall have written consent of all owners of record)
- (b) *Application fee.* An application fee, in the amount established in Appendix B of this chapter, shall be submitted with each record plat.

#### *A.3.2.2. Record plat.*

- (a) *Record plat.* The record plat, when required, shall be a true representation of the development as approved in the conceptual, preliminary and engineering plans for the subdivision and shall reflect all special conditions contained in such previous approvals. It shall be prepared in accordance with Chapter 177, Florida Statutes and contain all applicable data and information required therein. It shall also include, but is not necessarily limited to, the following, where applicable:
- (1) Plat preparation:
- a. Who may prepare plat. The record plat must be prepared by a surveyor or engineer.
  - b. Plat type and size. The record plat shall be an original drawing prepared on linen, mylar or vellum sheets, twenty-four (24) inches in width by thirty (30) inches in length. The plat shall have a three (3) inch left margin and a one (1) inch margin on all other sides. If necessary, more than one sheet may be used provided an index or key map is shown to relate each sheet to the entire subdivision. Plans shall be oriented with north to the top or left edge of the sheet.
  - c. Plats shall be submitted as follows:

1. At time of initial submission-Four (4) sets of prints.
  2. Upon determination of completeness and at least ten (10) days prior to scheduled hearing before recommending authority--Ten (10) sets of prints.
  3. At least seven (7) days prior to scheduled hearing before approving authority original record plat and related materials.
- (2) Contents of plat.
- a. Heading. As specified in Ch. 177, F.S.
  - b. Vicinity map. The plat shall contain a "vicinity" or "location" map at a scale of not more than two (2) miles to the inch, showing the position of the subdivision with relation to cities, transportation facilities, water bodies, section lines, etc.
  - c. Legal description and title certificate. The legal description of the property subdivided and the title certificate referred to in Ch. 177, Florida Statutes, shall be placed on the face of the plat. The certificate shall include a statement satisfying the requirements of Ch. 197, Florida Statutes, regarding payment of taxes.
  - d. Subdivision of property. The design or lotting scheme of the subdivision shall be shown on the plat at a scale of not more than 1 inch = 100 feet, with north oriented to the top or right edge of the sheet, as follows:
    1. Lots and blocks.
      - a) Where designated, blocks shall be identified with consecutive alphabetical letters.
      - b) Lots shall be identified by consecutive numbers within designated blocks, or in the absence thereof, by consecutive numbers throughout the subdivision.
    2. Interior Areas. Interior areas not a part of the plat shall be so identified.
    3. Flood Plain and wetlands. The plan shall delineate the one hundred-year flood plain, or other design flood elevation as applicable, and wetland areas subject to state jurisdiction.
  - e. Scale, north arrow, legend and notes. Scale of drawing (narrative and graphic) and north arrow shall be provided. The plat shall also contain a legend for abbreviations and symbols used in the drawing and notes where needed for clarification.
  - f. Conditions of approval. If previous approvals of the subdivision has been with conditions that are to be placed on the record plat, such conditions are to be appropriately shown.
  - g. *Dedications and certificates.* The following dedications and certificates shall be placed on the right side of the plat when possible, with the name and title of the signatory printed below the signature. All signatures shall be made with permanent black ink. The following dedications and approvals are the minimum required to be placed on the plat and should be arranged from the top of the sheet down in the following order:
    1. Owners dedication. The plat shall contain a statement dedicating common facilities such as streets, roads, alleys, rights-of-way, common areas, easements for utilities, drainage or other purposes to the public or to specified private interests.
      - a) This statement shall be on the face of the plat, worded as follows and signed by all owners of record:

-Know all men by these presents, that the undersigned being the owner(s) in fee simple of the lands described hereon and known as \_\_\_\_\_, do hereby dedicate said lands and plat for the uses and purposes thereon expressed and dedicate all the \_\_\_\_\_ shown hereon to the perpetual use of the \_\_\_\_\_. In witness thereof, the undersigned owner(s) hereto set their hand and seal on \_\_\_\_\_.
      - b) If any or all such common facilities are not dedicated to the public, the plat shall, on its face in boldface letters at least 1/4" high, contain a statement worded:

-The following facilities are for private use only: \_\_\_\_\_. These facilities will be maintained by \_\_\_\_\_ and Sumter County is not responsible for the maintenance or improvements of same.
      - c) All dedications by the owner(s) shall be properly notarized.
    2. Joinder and consent dedication. If there are others with legal interests in

the property, the plat shall also contain a statement of dedication from these parties. All joinder and consent dedications shall be properly notarized.

3. Certificate of surveyor or engineer. The plat shall contain a certification by a Florida registered surveyor or engineer as follows:

-The undersigned, being a Florida licensed and registered \_\_\_\_\_ does hereby certify that on \_\_\_\_\_ he completed the survey of the lands described on this plat, that this plat is a correct representation of the lands herein described and platted; that this plat meets the requirements of Chapter 177, Florida Statutes.

4. Certificate of county planning and zoning director. The plat shall contain a certification by the county planning and zoning director as follows:

-I hereby certify that the lands contained herein are in Sumter County, Florida, are zoned properly for the use platted, and that the subdivision has proceeded through the development requirements of Sumter County.

5. Certificate of approval by board of county commissioners. The plat shall contain an approval by the Sumter County board of county commissioners worded as follows:

-This it to certify that on \_\_\_\_\_ this plat was approved by the Board of County Commissioners of Sumter County, Florida and so recorded in the minutes of said meeting.

6. Certificate of clerk. The plat shall contain a certification by the clerk of circuit court worded as follows:

-I hereby certify that I have examined this plat and find that it complies in form with all requirements of Chapter 177, Florida Statutes and was filed for record on \_\_\_\_\_, 19\_\_\_\_\_, at \_\_\_\_\_. File No. \_\_\_\_\_, Plat Book \_\_\_\_\_, Page \_\_\_\_\_.

7. The plat shall indicate that placement of all P.R.M.'s and P.C.P.'s as required in Chapter 177, F.S. has been accomplished. and that all lot corners have or will be set in accordance with Appendix D.3.1.2. of this chapter.

(b) *Supporting materials.* In addition to the information required on the record plat, a written discussion and description of the overall development plan with sufficient preliminary data to enable determination of compliance with appropriate sections of this chapter shall be submitted, either on the plan or as separate documents. This shall address, but is not necessarily limited to, the following.

(1) Build-plat. Where subdivision improvements are completed prior to platting, the following supporting information is required:

- a. Engineer certified record drawings and construction test results on the required improvements.
- b. Certification of completion by applicants engineer.
- c. A two-year temporary maintenance agreement and performance guarantee for those developments where the streets and other improvements are to be dedicated to the public. The performance guarantee shall be for an amount equal to ten (10) percent of the cost of the required physical improvements and in a form acceptable to the commission. The two-year period shall commence whenever the record plat has been recorded in the public records and the performance guarantee has been deposited with the commission. The performance guarantee requirement is waived for government and quasi-government entities.
- d. An assurance of perpetual maintenance for those developments where the streets and other improvements are to remain privately owned and maintained.
- e. Copies of all required construction and operating permits from other agencies.
- f. Copies of all final covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures, including proposed easements for public and private utilities.

(2) Plat-build. Where the subdivision is platted prior to the improvements being

completed, the following supporting information is required:

a. At time of platting.

1. An engineer's itemized cost estimate or a qualified contractor's bid for the construction of the uncompleted required improvements. This is reviewed and approved by the county engineer.

2. A performance guarantee for one hundred twenty-five (125) percent of the above amount approved by the county engineer. This guarantee shall include both on site and off site required improvements. Said guarantee shall not expire earlier than ninety (90) days after the required completion date, however, it will be released upon final inspection.

3. Copies of all required construction permits from other agencies.

4. Copies of all final covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures, including proposed easements for public and private utilities.

b. After improvements are completed.

1. Engineer certified record drawings and construction test results on the required improvements.

2. Certification of completion by applicants engineer.

3. Copies of all required operating permits from other agencies.

4. A two-year temporary maintenance agreement and performance guarantee for those developments where the streets and other improvements are to be dedicated to the public. The performance guarantee shall be for an amount equal to ten (10) percent of the cost of the required physical improvements and in a form acceptable to the commission. The two-year period shall commence whenever the county engineer has approved the improvements and the performance guarantee has been deposited with the commission. the performance guarantee requirement is waived for government and quasi-government entities.

5. An assurance of perpetual maintenance for those developments where the streets and other improvements are to remain privately owned and maintained.